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State of Montana

Motor Pool RULES & REGULATIONS

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Motor Pool and Equipment Division

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REGULATIONS FOR DEPARTMENT OF HIGHWAYS

MOTOR POOL AND EQUIPMENT DIVISION OF THE STATE OF MONTANA

The State of Montana, Department of Highways, Motor Pool and Equipment Division is responsible for the acquisition, operation, maintenance and repair of State-owned motor vehicles used for the transportation of State employees conducting official business.

The following regulations have been established to provide all agencies and drivers of motor pool vehicles with information relating to the use of motor pool vehicles. Adherence to these regulations is necessary in order to properly administer the use of the vehicles.

Equipment & Motor Pool Division
Department of Highways
2701 Prospect Avenue
Helena, MT 59620

(406) 449-2684

Motor Pool Office
(406) 449-2705

STATE OF MONTANA
MOTOR POOL

I.

GENERAL REGULATIONS FOR DRIVERS

All drivers of motor pool vehicles shall adhere to the following regulations:

1. Drivers shall possess a valid driver's license which authorizes the driver to operate motor vehicles on Montana highways. Said license shall be in the possession of the driver at all times when he/she is operating the motor pool vehicle. Authorized personnel of the Motor Pool and Equipment Division employees may require that drivers exhibit a valid driver's license prior to assignment of motor pool vehicles.

2. Drivers shall utilize motor pool vehicles for conduct of state business only and shall not use said vehicles for personal or private use.

3. Drivers shall comply with all laws, rules and regulations relating to the operation of motor vehicles upon the public roads and highways of the State of Montana including rules relating to the consumption of alcohol and speed regulations.

4. Drivers shall drive in a careful and prudent manner and drive defensively to avoid hazards created by weather, roads, pedestrians and other drivers.

5. Drivers shall report all accidents involving motor pool vehicles promptly. Minor accidents shall be reported to the driver's Department head, who in turn shall notify the State Motor Pool, Helena. Major accidents and any accident involving bodily injury shall be reported by telephone to the driver's Department head, the State Motor Pool (449-2705) and current insurance holder. Additionally, the driver must complete three copies of the Vehicle Accident Report (Form No. 141) for each accident and forward them to the Department of Highways, Safety Unit, Helena.

6. Drivers shall be held responsible for all parking and traffic violations.

7. Drivers shall lock parked motor pool vehicles and shall keep the interior of the vehicles clean.

8. Drivers shall store vehicles at the State Motor Pool parking lot when they are in the Helena area and shall attempt to

park vehicles off highways and streets when traveling in other locations. All vehicles assigned on a daily or trip basis shall be returned to the motor pool at the end of the day or trip. Vehicles shall not be taken home overnight or on weekends.

9. Drivers shall properly complete Form MP 904 or MP 903 upon completion of trips and submit all copies of credit card charges. Drivers shall report unsatisfactory conditions of vehicles on Form MP 904 or to the motor pool dispatcher.

10. Drivers shall secure chains, shovels or other equipment from the motor pool dispatcher prior to departure.

11. Drivers shall utilize credit cards issued with motor pool vehicles solely for purchases of fuel, oil and supplies necessary for proper operation of the assigned motor pool vehicle.

12. Drivers shall not place bumper stickers or unauthorized equipment in or on motor pool vehicles.

13. Drivers shall not transport hitchhikers or animals in motor pool vehicles.

Each department shall be responsible for the actions of its authorized drivers and should institute proper disciplinary actions including dismissal, for violation of the foregoing regulations. Additionally, each department shall reimburse the Motor Pool and Equipment Division for:

1. The cost of repairs for damages resulting from an employee's negligent driving, misuse, or driving while under the influence of alcohol or narcotic drugs.

2. The cost of repairs for damages resulting from other than normal over-the-road operation.

3. The towing costs resulting from vehicles being driven into swampy or rugged terrain.

4. The cost of repairs for damages resulting from heavy articles being carried on vehicle tops, or damages resulting from employees standing or walking on hoods or tops.

5. The cost of replacing removed seals or other mutilations.

6. The replacement cost for chains, shovels, etc. not returned with the vehicle.

7. The charges resulting from misuse of credit cards.

8. All parking charges incurred.

The Motor Pool and Equipment Division reserves the right to deny the use of vehicles to departments and individual drivers for violations of these regulations.

II.

TRANSPORTATION REQUESTS

Motor Pool vehicles shall only be used to conduct official State business and all requests for vehicles from the Motor Pool and Equipment Division shall be submitted on Form MP 904. The form shall be signed by the agency head or his authorized representative. Each agency shall supply the Motor Pool with a current list of representatives authorized to sign vehicle requisitions. The MP 904 forms are available from the Motor Pool Unit. The Manager of the Motor Pool shall determine the availability of requested Motor Pool vehicles.

Whenever possible, as much advance notice as possible should be given the dispatcher to facilitate the efficient scheduling of vehicles.

Motor Pool vehicles may be used for out-of-state travel at the Department head's discretion. The State of Montana credit card is valid anywhere in the United States. Drivers should verify that the credit card will be accepted prior to filling the unit.

Motor Pool vehicles normally will not be assigned on a permanent basis (see lease assignments for exception). The Motor Pool Division will make an attempt to furnish the same vehicle to high mileage users on a trip-to-trip basis.

DAILY OR TRIP ASSIGNMENTS:

Check out procedure:

Form MP 904 is available from the Motor Pool Division for the purpose of obtaining daily or trip rental assignments of Motor Pool vehicles. This form must have the agency name, agency code number, driver's last name, valid drivers license number, and signature of Department head or his authorized representative completed. Upon proper execution and presentation to the Motor Pool, the dispatcher shall be authorized to release the vehicle to the bearer and charge the agency as indicated.

Check-in procedures:

An accurate record of all travel and mileage shall be recorded on Form MP 904. Form MP 904 may cover one or more consecutive days of travel. Each driver shall sign Form MP 904 certifying the mileage recorded as driven and submit it to the Motor Pool dispatcher when the vehicle is returned.

Drivers shall use the starting and ending mileage when recording mileage on Form MP 904. If the odometer fails, estimated mileage shall be recorded.

If a vehicle is returned when the Motor Pool lot is unattended, Form MP 904 shall be completed and this form, along with the keys, shall be deposited in the designated depository. The driver shall "retain the pink copy of Form MP 904." A copy of a completed form can be found on page 8.

LEASE ASSIGNMENTS:

If a Department determines the need for a vehicle assignment for various daily trips in Helena, a vehicle may be leased at the discretion of the Administrator of the Motor Pool and Equipment Division on a monthly basis. Leased vehicles shall be parked at the Motor Pool lot, 9th and Roberts, and shall not be taken to a driver's home at night. These vehicles shall be returned to the Motor Pool parking lot during weekends unless other suitable arrangements are made.

Form MP 904 will be completed for each month's use by an authorized representative of the Department using the leased vehicle.

The Administrator of the Motor Pool and Equipment Division reserves the right to recall any monthly leased vehicle whenever, in his judgement, it is in the best interest of the Motor Pool.

III.

GASOLINE, OIL AND OTHER PURCHASES

Whenever possible, gasoline and oil should be obtained from the Department of Highways, Helena Motor Pool facilities. Additionally, each Motor Pool vehicle is issued with a credit card for the purchase of gasoline and oil from commercial

stations. Self-service facilities should be utilized whenever possible. Before purchasing fuel, drivers should verify that the station will accept state credit cards. Expenditures in excess of $25.00, excluding gasoline and oil, must be authorized by phone by the drivers department or the Motor Pool Division in Helena.

If a driver has mechanical problems with a vehicle, he/she should call the employing department or the Motor Pool Division (449-2705 or 449-2684). If extended repairs are required, it is the employing departments responsibility to make alternate transportation arrangements.

IV.

STORAGE, PARKING, TOWING AND SERVICE CALLS

Storage and parking charges will not be paid by the Motor Pool.

When towing and service calls are required due to mechanical failures, it is requested that the driver contact the Motor Pool headquarters in Helena (449-2705) or one of the Department of Highways shops. The Motor Pool is open for service from 7:00 a.m. until 6:00 p.m., Monday through Friday. The Department of Highways Division Shops are open for service from 8:00 a.m. to 5:00 p.m., Monday through Friday. Drivers should request to speak to the Shop Foreman regarding the problem. The locations of the shops and the appropriate telephone numbers are listed below.

Missoula	549-6491	Glendive	365-5296
Kalispell	755-5717	Wolf Point	653-1050
Butte	494-3224	Billings	252-4138
Bozeman	586-9562	Miles City	232-1093
Great Falls	453-0422	Lewistown	538-8731
Havre	265-6821		

In the event the driver is unable to contact the Motor Pool headquarters or division shops, he/she may obtain local commercial assistance for towing or service calls.

V.

AUTOMOTIVE INSURANCE

The State of Montana provides bodily injury and property

damage liability insurance coverage for State employees driving State-owned motor vehicles. The Motor Vehicle Liability Policy protects all departments from liability occasioned by negligence in the operation of State vehicles. The policy does not provide for any physical damage coverage to the vehicle, except fire and theft. The policy does not provide for loss of personal property by fire or theft. Further questions concerning coverage should be directed to the Insurance and Legal Division, Department of Administration.

If a driver is involved in an accident, he/she should not sign any document or make any statement regarding fault.

VI.

RENTAL RATES

The Motor Pool and Equipment Division will pay the initial operating, repair and maintenance expenses for vehicles issued on a rental basis. These costs will be passed to the user departments by a mileage charge. The mileage charge for the vehicles will cover both fixed and variable costs of operation. The rates shall be adjusted periodically. The adjusted rates shall be sent to all Motor Pool user departments. A current rate schedule shall be available from the Motor Pool dispatcher.

VII.

PAYMENT FOR THE USE OF PRIVATELY OWNED AUTOMOBILES

Department directors may permit drivers to use personal vehicles for the conduct of State business. In the event a motor pool vehicle is available, drivers utilizing their personal vehicles for the conduct of State business shall be reimbursed at the rate of .03 cents per mile less than the maximum mileage allowance established by the Department of Administration. In the event a Motor Pool vehicle is not available, drivers shall be reimbursed at the maximum mileage allowance established by the Department of Administration.

All personal vehicle authorizations must comply with the Department of Administration's travel claim and reimbursement regulations.

VIII.

SPECIAL EQUIPMENT

Departments requiring specialized equipment such as rotating beacons, two-way radios, sirens, or spot lights must receive prior authorization from the administrator of the Motor Pool and Equipment Division prior to installation of the equipment in or on Motor Pool vehicles. The individual Departments shall be responsible for the purchase price and installation and maintenance costs of such equipment. The individual Departments shall also be responsible for removal and restoration costs when the specialized equipment is removed.

White - Motor Pool
Yellow - Dispatcher
Pink - User Agency

State of Montana
STATE MOTOR POOL
Vehicle Requisition and Trip Ticket 045409

Agency Name Highways Agency Number 5 4 0 1 / 0 0 9 3 (1 Agency 4 5 Dept. 8)

Drivers Last Name S M I T H (9) Valid Drivers License Number S50101 0 (20)

Type Vehicle Requested Sedan Date Requested 6-23 Est. Date Return 6-24-81

Destination Missoula Purpose Meetings

I have read and understand the regulations covering the use of State Motor Pool Vehicles and have disseminated this information to the user of this requested vehicle. This vehicle will be used exclusively for state business.

Equip. Div. (DEPARTMENT NAME) Jack P. Jones (AUTHORIZED SIGNATURE) 6-21-81 (DATE)

S.M.P. Division 9010 Vehicle Number 0 6 C 8 0 (21–25) Type of Assignment T (26) T Temporary P Permanent

Time In 4:30 p Date In 0 6/2 4/8 1 (27–32) Odometer In 9 2 5 0 (33–38)

Time Out 8:15 A Date Out 0 6/2 3/8 1 (39–44) Odometer Out 9 0 0 0 (45–50)

Dispatcher Warren Kiss Total Mileage 2 5 0 (51–56)

Note: Estimate Mileage if Odometer Is Broken

The following line will be reproduced on the billing statement for any additional information required by user agency.

(57 60 65 70 75 80)

Condition of Vehicle and Remarks

I hereby certify that the above information is correct X Ralph Smith (Driver's Signature)

If a user anticipates a need for tire chains or shovels, they are to be requested from the Motor Pool Dispatcher. The dispatcher will prepare a special equipment request form and have the user sign for the items received. After returning the special equipment to the Motor Pool the form will be returned to the user.

MONTANA DEPARTMENT OF HIGHWAYS - MOTOR POOL DIVISION

Receipt for Special Equipment No. _____

Lending Agreement		
		Date Issued
Tire Chains	____	Date Returned
Shovel	____	Issued for use in State Motor Pool vehicle License No. MP
_____	____	

I accept responsibility for the above items and will return them to the Motor Pool upon the return of the State Motor Pool vehicle dispatched to me. Items not returned will be charged to my agency.

Surrender receipt to signer on return of items.

Signed _____

Agency _____ No. _____

Telephone _____ Ext. _____

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